

VOTP -
Need to call
City Hall

- Is everybody transitioning at once
- How will transition occur Nov - 1P 7/23

1P 7/21

- Jury Phone # needs to be on them
- Jury Summons - Aug/Sept

may need
phone list
for other
Courthouse agencies

JDR & General District will be non working

New Number Notification Checklist

Things you need to do:

- ☐ Update your Lotus Notes signature
- ☐ Print out temporary business cards
- ☐ Print out temporary letterhead
- ☐ Change your voice mail messages to reference your phone numbers and proper routing of calls
- ☐ Office Phone
- ☐ Cell Phone/Blackberry
- ☐ Fax Cover Sheets
- ☐ Update your Web site in CMS or send a request to gerry.dineros@alexandriava.gov

- Citizen Assistance
- Clerk's office
- Home Page
- Judge's Chamber

Web bot

Things to consider:

In what places does your current phone number appear?

- ☐ On posters, brochures, placards, signs?
- ☐ On City vehicles and construction equipment?
- ☐ On trash cans, recycling bins, dumpsters, etc?
- ☐ Forms and Applications
- ☐ Press Releases
- ☐ City Maps and other collateral
- ☐ Decals, stickers
- ☐ Other City agencies that interact with your department

Which community organizations and institutions have your current telephone number?

- ☐ Libraries
- ☐ Recreation Centers

- 
- ☐ Health Centers, Clinics and Hospitals
 - ☐ Faith-based locations
 - ☐ Schools and Local Colleges
 - ☐ Alexandria Economic Development Partnership
 - ☐ The Alexandria Chamber of Commerce
 - ☐ Alexandria Small Business Center
 - ☐ Alexandria Convention and Visitors Association

Which outside vendors, organizations, or businesses have your current number?

- ☐ Memberships
- ☐ Subscriptions
- ☐ Associations
- ☐ Vendors
- ☐ Utility Companies
- ☐ Credit Bureaus
- ☐ Service Bureaus
- ☐ Advertising, Marketing and PR Firms
- ☐ Emergency Preparedness, Response and Related Agencies
- ☐ Service Providers
- ☐ Lawyers and Legal Firms
- ☐ Local, Regional, and National Businesses you deal with regularly and infrequently
- ☐ 3rd-Party Contractors
- ☐ Staffing Firms
- ☐ Websites
- ☐ Local, State, Regional, and National Regulatory Lists
- ☐ Local, State, Regional and Federal Officials and Politicians
- ☐ Transportation – DASH, WMATA, VDOT, etc.

- ☐ Surrounding jurisdictions – Arlington, Prince William, Loudoun, Fairfax, Montgomery, and Prince George's Counties County, and Washington, D.C.,
- ☐ Homeland Security
- ☐ IRS, Social Security, other companies with whom you may have a financial or reciprocal relationship
- ☐ Post Offices
- ☐ ESL communities

Other: _____

Other Considerations

1) Where are your numbers throughout the City?

☐ _____

2) Who else has your numbers?

☐ _____

3) Who needs to reach you?

☐ _____